

RECRUITMENT RULES

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MAHATMA GANDHI POSTGRADUATE INSTITUTE OF DENTAL SCIENCES

Government of Puducherry Institution

No. 1010/MGPGI/ESTT./A1/2012-13/715.

Puducherry, the 13th June 2013.

NOTIFICATION

The Mahatma Gandhi Postgraduate Institute of Dental Sciences, Govt. of Puducherry Institution, Pondicherry hereby makes the following rules, regulating the method of recruitment to the various Teaching and Non-Teaching posts under Group 'A', viz.:-

- (1) Dean,
- (2) Professor (Dental),
- (3) Associate Professor (Dental),
- (4) Assistant Professor (Dental)
- (5) Professor (Medical),
- (6) Associate Professor (Medical)
- (7) Assistant Professor (Medical)

under Group 'B',

- (8) Assistant,

and under Group 'C', viz.:-

- (9) UDC,
- (10) LDC,
- (11) Helper,
- (12) Multi-Tasking Staff (General),
- (13) Multi-Tasking Staff (Security),
- (14) Multi-Tasking Staff (House-Keeping),
- (15) Mazdoor

in the Mahatma Gandhi Postgraduate Institute of Dental Sciences, Govt. of Puducherry Institution, Pondicherry namely :-

1. Short title and commencement :- 1) These rules may be called Mahatma Gandhi Postgraduate Institute of Dental Sciences, Govt. of Puducherry Institution, Pondicherry Recruitment Rules 2013 in respect of the following Teaching and Non-Teaching posts namely :-

GROUP 'A' POSTS

1. Dean,
2. Professor (Dental),
3. Associate Professor (Dental),
4. Assistant Professor (Dental)
5. Professor (Medical),
6. Associate Professor (Medical)
7. Assistant Professor (Medical)

GROUP 'B' POST

8. Assistant,

GROUP 'C' POSTS

9. UDC,
10. LDC,
11. Helper,
12. Multi-Tasking Staff (General),
13. Multi-Tasking Staff (Security),
14. Multi-Tasking Staff (House-Keeping),
15. Mazdoor

2) They shall come into force on and from the date of their publication in the Official Gazette, Government of Puducherry.

2. Number of posts, its classification and scale of pay. – The number of posts, its classification and the scale of pay attached thereto, shall be as specified in columns (2) to (4) of the Schedules Annexed hereto.

3. Method of recruitment, age limit and other qualifications: – The method of recruitment to the said post, age limit, qualification and other matters relating thereto, shall be as specified in columns (5) to (12) of the said schedules.

4. Disqualifications : – No person :–

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Chairman, Board of Governors of the Mahatma Gandhi Postgraduate Institute of Dental Sciences may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax : – Where the Chairman, Board of Governors of the Mahatma Gandhi Postgraduate Institute of Dental Sciences, is of the opinion that it is necessary or expedient so do to, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving : – Nothing in these rules shall affect the reservations, relaxations in upper age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other Special Categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE - I**RECRUITMENT RULES FOR THE POST OF DEAN**

1	Name of the Post	:	DEAN
2	Number of Post	:	1 (One) [2012] Subject to variation dependent on Workload
3	Classification	:	Group 'A'
4	Pay Band and Grade Pay / Pay Scale	:	Pay Band : ₹37400-67000 Academic Grade Pay ₹10000 Special Allowance : ₹3000
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	Not exceeding 50 years (Relaxable for Government Servants SC/ST and other special categories of persons in accordance with the instructions or orders issued by the Central Government) <u>NOTE :</u> The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	:	<u>ESSENTIAL</u> A BDS Degree of an Indian University or an equivalent qualification with postgraduate qualification/Diplomate of National Board in the subject. Experience: Minimum of 10 years teaching experience in a Dental College / Institution, out of which, at least 5 years should be as Professor. Should be registered with Dental Council of India. <u>DESIRABLE:</u> Publication of papers as first author in his speciality in any National / International Journal. <u>NOTE :</u> The qualifications and teaching experience are relaxable at the discretion of the Board of Governors, if the candidate is otherwise found suitable.
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Age: No Educational Qualification: Yes

9	Period of Probation if any	:	One Year for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	:	By absorption failing which by direct recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	Absorption of Senior Most professor of Mahatma Gandhi Postgraduate Institute of Dental Sciences with atleast 5 years experience as Professor
12	If Departmental Promotion Committee / Selection Committee exists, what is its composition?		<p><u>STAFF (TEACHING) SELECTION COMMITTEE</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry : MEMBER</p> <p>iii. One Expert nominated by the Vice-Chancellor of the University to which the College is affiliated: MEMBER</p> <p>iv. Two experts in the field nominated by the Chief Secretary to Govt. and Chairman: MEMBERS</p> <p>v. Director of Health and Family Welfare Services, Puducherry: MEMBER</p> <p>vi. Director, MGPGI: MEMBER SECRETARY</p> <p><u>DEPARTMENTAL PROMOTION COMMITTEE (TEACHING STAFF)</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry: MEMBER</p> <p>iii. Director, MGPGI: MEMBER</p>

SCHEDULE - II

RECRUITMENT RULES FOR THE POST OF PROFESSOR (DENTAL)
SUBJECTS / SPECIALITY

1	Name of the Post	:	Professor (Dental)
2	Number of Post	:	10 (Ten) [2012] Subject to variation dependent on Workload
3	Classification	:	Group 'A'
4	Pay Band and Grade Pay / Pay Scale	:	Pay Band : ₹37400-67000 Academic Grade Pay ₹10000
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct Recruits	:	Not exceeding 50 years (Relaxable for Government Servants SC/ST and other special categories of persons in accordance with the instructions or orders issued by the Central Government) <u>NOTE</u> : The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	:	<u>ESSENTIAL</u> A BDS Degree of an Indian University or an equivalent qualification with post-graduate qualification/ Diplome of National Board in the subject and with 5 years teaching experience as Reader/ Associate Professor. Should be registered with Dental Council of India. <u>DESIRABLE</u> : Publication of papers as first author in his speciality in any National/International journal. <u>NOTE</u> : Qualifications and Teaching experience are relaxable at the discretion of the Board of Governors, if the candidate is otherwise found suitable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age – No Educational Qualification - Yes

9	Period of probation if any	One Year for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	: By promotion failing which by direct Recruitment.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	: Associate Professor (subject / speciality wise) with three years' service in the grade after appointment thereto on a regular basis.
12	If Departmental Promotion Committee / Selection Committee exists, what is its composition?	<p><u>STAFF (TEACHING) SELECTION COMMITTEE</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry : MEMBER</p> <p>iii. One Expert nominated by the Vice-Chancellor of the University to which the College is affiliated : MEMBER</p> <p>iv. Two experts in the field nominated by the Chief Secretary to Govt. and Chairman : MEMBERS</p> <p>v. Director of Health and Family Welfare Services, Puducherry : MEMBER</p> <p>vi. Director/Dean, MGPGI : MEMBER SECRETARY</p> <p><u>DEPARTMENTAL PROMOTION COMMITTEE (TEACHING STAFF)</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry : MEMBER</p> <p>iii. Director/Dean, MGPGI : MEMBER</p>

SCHEDULE - III**RECRUITMENT RULES FOR THE POST OF ASSOCIATE PROFESSOR (DENTAL) - SUBJECTS / SPECIALITY**

1	Name of the Post	:	Associate Professor (Dental)
2	Number of Post	:	24 (Twenty Four) [2012] Subject to variation dependent on Workload
3	Classification	:	Group 'A'
4	Pay Band and Grade Pay / Pay Scale	:	Pay Band : ₹37400-67000 Academic Grade Pay ₹9000
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	Not exceeding 50 years (Relaxable for Government Servants SC/ST and other special categories of persons in accordance with the instructions or orders issued by the Central Government) <u>NOTE :</u> The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	:	<u>ESSENTIAL</u> A BDS Degree of an Indian University or an equivalent qualification with Postgraduate qualification / Diplomate of National Board in the subject and with 4 years teaching experience as Assistant Professor after post-graduation. Should be registered with Dental Council of India. <u>DESIRABLE:</u> Publication of papers as first author in his speciality in any National /International journal. <u>NOTE :</u> Qualifications and Teaching experience are relaxable at the discretion of the Board of Governors, if the candidate is otherwise found suitable.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Age – No Educational Qualification - Yes

9	Period of probation if any		One year for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	:	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation/ absorption to be made	:	Asst. Prof. (subject / speciality wise) with four years' service after appointment thereto on a regular basis.
12	If Departmental Promotion Committee / Selection Committee exists, what is its composition?		<p><u>STAFF (TEACHING) SELECTION COMMITTEE</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry : MEMBER</p> <p>iii. One Expert nominated by the Vice-Chancellor of the University to which the College is affiliated: MEMBER</p> <p>iv. Two experts in the field nominated by the Chief Secretary to Govt. and Chairman : MEMBERS</p> <p>v. Director of Health and Family Welfare Services, Puducherry : MEMBER</p> <p>vi. Director/Dean, MGPGI: MEMBER SECRETARY</p> <p><u>DEPARTMENTAL PROMOTION COMMITTEE</u> <u>(TEACHING STAFF)</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry: MEMBER</p> <p>iii. Director/Dean, MGPGI : MEMBER</p>

SCHEDULE - IV

RECRUITMENT RULES FOR THE POST OF ASSISTANT PROFESSOR (DENTAL) - SUBJECTS / SPECIALITY

1	Name of the Post	:	Assistant Professor (Dental)
2	Number of Post	:	16 (Sixteen) [2012] Subject to variation dependent on Workload
3	Classification	:	Group 'A'
4	Pay Band and Grade Pay / Pay Scale	:	Pay Band : ₹15600-39100 Academic Grade Pay ₹6000
5	Whether selection post or non-selection post	:	Not applicable
6	Age limit for direct recruits	:	Not exceeding 35 years (Relaxable for Government Servants SC/ST and other special categories of persons in accordance with the instructions or orders issued by the Central Government) <u>NOTE :</u> The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	:	<u>ESSENTIAL</u> A recognized MDS Degree of Indian University/ Diplomate of National Board or an equivalent qualification. Should be registered with Dental Council of India. <u>NOTE :</u> Qualifications and Teaching experience are relaxable at the discretion of the Board of Governors, if the candidate is otherwise found suitable.
8	Period of probation if any	:	One year
9	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	:	By direct recruitment Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central / State Governments / Union Territory Administrations / Universities / Recognized Research Institutions / Public

		<p>Undertakings-</p> <p>a) Holding analogous posts on regular basis and</p> <p>b) Possessing the qualifications prescribed for direct recruits under column 7.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or departments of the Central / State / Union Territory Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be "Not exceeding 56 years on the closing date of receipt of application).</p>
10	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation to be made	: Not applicable
11	If Departmental Promotion Committee / Selection Committee exists, what is its composition?	<p><u>STAFF (TEACHING) SELECTION COMMITTEE</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry: MEMBER</p> <p>iii. One Expert nominated by the Vice-Chancellor of the University to which the College is affiliated: MEMBER</p> <p>iv. Two experts in the field nominated by the Chief Secretary to Govt. and Chairman: MEMBERS</p> <p>v. Director of Health and Family Welfare Services, Puducherry: MEMBER</p> <p>vi. Director/Dean, MGPGI: MEMBER SECRETARY</p>

SCHEDULE - V**RECRUITMENT RULES FOR THE POST OF PROFESSOR (MEDICAL)**
SUBJECTS / SPECIALITY

1	Name of the Post	:	Professor (Medical)
2	Number of Post	:	5 (Five) [2012] Subject to variation dependent on Workload
3	Classification	:	Group 'A'
4	Pay Band and Grade Pay / Pay Scale	:	Pay Band : ₹37400-67000 Academic Grade Pay ₹10000
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	Not exceeding 50 years (Relaxable for Government Servants SC/ST and other special categories of persons in accordance with the instructions or orders issued by the Central Government) <u>NOTE :</u> The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	:	<u>ESSENTIAL</u> (i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part – II of the third Schedule should also fulfill the conditions specified in Section 13(3) of the Act) with M.S. / M.D. (OR) M.Sc. with Ph.D both in the faculty of Medicine (Non-Medical) <u>EXPERIENCE:</u> (ii) As Reader/Associate Professor in concerned speciality for three years in a recognized medical college. <u>NOTE :</u> Qualifications and Teaching experience are relaxable at the discretion of the Board of Governors, if the candidate is otherwise found suitable. <u>DESIRABLE :</u> i) Minimum of four Research Publication Indexed/National journals in the field of specialization. ii) One research Publications in International journal.

			Preference will be given to candidate with publication in International Journal.
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Age – No Educational Qualification - Yes
9	Period of probation if any		One year for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	:	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	Associate Professor (subject / speciality wise) with three years' service in the grade after appointment thereto on a regular basis.
12	If Departmental Promotion Committee / Selection Committee exists, what is its composition?		<p><u>STAFF (TEACHING) SELECTION COMMITTEE</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry: MEMBER</p> <p>iii. One Expert nominated by the Vice-Chancellor of the University to which the College is affiliated: MEMBER</p> <p>iv. Two experts in the field nominated by the Chief Secretary to Govt. and Chairman: MEMBERS</p> <p>v. Director of Health and Family Welfare Services, Puducherry: MEMBER</p> <p>vi. Director/Dean, MGPGI: MEMBER SECRETARY</p> <p><u>DEPARTMENTAL PROMOTION COMMITTEE (TEACHING STAFF)</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health) Puducherry: MEMBER</p> <p>iii. Director/Dean, MGPGI: MEMBER</p>

SCHEDULE - VI**RECRUITMENT RULES FOR THE POST OF ASSOCIATE PROFESSOR (MEDICAL) SUBJECTS / SPECIALITY**

1	Name of the Post	:	Associate Professor (Medical)
2	Number of Post	:	8 (Eight) [2012] Subject to variation dependent on Workload
3	Classification	:	Group 'A'
4	Pay Band and Grade Pay / Pay Scale	:	Pay Band : ₹37400-67000 Academic Grade Pay ₹9000
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	<p>Not exceeding 50 years (Relaxable for Government Servants SC/ST and other special categories of persons in accordance with the instructions or orders issued by the Central Government)</p> <p><u>NOTE :</u> The crucial date for determining the age limit shall be the closing date for receipt of applications.</p>
7	Educational and other qualifications required for direct recruits	:	<p><u>ESSENTIAL</u></p> <p>(i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part – II of the third Schedule should also fulfill the conditions specified in Section 13(3) of the Act) with M.S. / M.D.</p> <p style="text-align: center;">(OR)</p> <p>M.Sc. with Ph.D both in the faculty of Medicine (Non-Medical)</p> <p>Experience:</p> <p>(ii) As Assistant Professor/Lecturer in concerned speciality for four years in a recognized medical college after obtaining P.G. Degree.</p> <p>Desirable:</p> <p>Minimum of two Research Publications Indexed /National journals.</p> <p><u>NOTE :</u> Qualifications and Teaching experience are relaxable at the discretion of the Board of Governors, if the candidate is otherwise found suitable.</p>

8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Age – No Educational Qualification - Yes
9	Period of probation if any		One year for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	:	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	Asst. Prof. (subject / speciality wise) with four years' service after appointment thereto on a regular basis.
12	If Departmental Promotion Committee / Selection Committee exists, what is its composition?		<p><u>STAFF (TEACHING) SELECTION COMMITTEE</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry: MEMBER</p> <p>iii. One Expert nominated by the Vice-Chancellor of the University to which the College is affiliated: MEMBER</p> <p>iv. Two experts in the field nominated by the Chief Secretary to Govt. and Chairman: MEMBERS</p> <p>v. Director of Health and Family Welfare Services, Puducherry: MEMBER</p> <p>vi. Director/Dean, MGPGI: MEMBER SECRETARY</p> <p><u>DEPARTMENTAL PROMOTION COMMITTEE (TEACHING STAFF)</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health) Puducherry: MEMBER</p> <p>iii. Director/Dean, MGPGI: MEMBER</p>

SCHEDULE - VII

RECRUITMENT RULES FOR THE POST OF ASSISTANT PROFESSOR (MEDICAL) SUBJECTS / SPECIALITY

1	Name of the Post	:	Assistant Professor (Medical Sciences)
2	Number of Post	:	16 (Sixteen) [2012] Subject to variation dependent on Workload
3	Classification	:	Group 'A'
4	Pay Band and Grade Pay / Pay Scale	:	Pay Band : ₹15600-39100 Academic Grade Pay ₹6000
5	Whether selection post or non-selection post	:	Not applicable
6	Age limit for direct recruits	:	Not exceeding 35 years (Relaxable for Government Servants SC/ST and other special categories of persons in accordance with the instructions or orders issued by the Central Government) <u>NOTE :</u> The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	:	<u>ESSENTIAL</u> (i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part – II of the third Schedule should also fulfill the conditions specified in Section 13(3) of the Act) with M.S. / M.D. (OR) M.Sc. with Ph.D both in the faculty of Medicine (Non-Medical) <u>EXPERIENCE:</u> (ii) Three years teaching experience in the subject in a recognized medical college as Resident/Registrar / Demonstrator / Tutor. <u>NOTE :</u> Qualifications and Teaching experience are relaxable at the discretion of the Board of Governors, if the candidate is otherwise found suitable.
8	Period of probation if any	:	One year

9	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of the vacancies to be filled by various methods	:	By direct recruitment
10	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation to be made	:	Not applicable
11	If Departmental Promotion Committee / Selection Committee exists, what is its composition?		<p><u>STAFF (TEACHING) SELECTION COMMITTEE</u></p> <p>i. Chief Secretary to the Govt. of Puducherry : CHAIRMAN</p> <p>ii. Secretary to the Govt. (Health), Puducherry: MEMBER</p> <p>iii. One Expert nominated by the Vice-Chancellor of the University to which the College is affiliated: MEMBER</p> <p>iv. Two experts in the field nominated by the Chief Secretary to Govt. and Chairman: MEMBERS</p> <p>v. Director of Health and Family Welfare Services, Puducherry: MEMBER</p> <p>vi. Director/Dean, MGPGI: MEMBER SECRETARY</p>

SCHEDULE - VIII**RECRUITMENT RULES FOR THE POST OF ASSISTANT**

1	Name of the Post	:	Assistant
2	Number of Post	:	04 (Four) [2012] Subject to variation dependent on workload.
3	Classification	:	Group - "B"
4	Pay Band and Grade Pay / Pay Scale	:	PB-2 ₹9300-34800 Grade Pay - ₹4200
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruits	:	Not applicable
7	Educational and other qualifications required for direct recruits	:	Not applicable
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9	Period of probation if any	:	Two years for promotees
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	:	By promotion, failing which by deputation.
11	In case of recruitment by Promotion / deputation / absorption, grade from which promotion / deputation / absorption to be made	:	<p>Promotion: Upper Division Clerk in Pay Band ₹5,200-20,200 with Grade Pay of ₹2400 with 3 years service in the grade rendered after appointment thereto on regular basis and who have passed the following tests -</p> <p>(i) Accounts Tests for Sub-ordinate officers</p> <p>(ii) Common General Departmental Test for Ministerial Staff.</p> <p>Note-1 : Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p>Note-2 : For the purpose of computing minimum qualifying</p>

		<p>service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2006 / the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission.</p> <p><u>Deputation :</u> Officers of Puducherry Administration – (a) (i) holding analogous posts on regular basis; or (ii) With 3 years service in posts in Pay Band-1 ₹5200-20200 and Grade pay of ₹2400 and (b) Possessing a Degree of a recognized University.</p> <p>Note:1 The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note :2 Period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization or department of the Central / State / Union Territory Governments shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be "not exceeding 56 years" on the closing date of receipt of applications.</p> <p>Note:3 For the purpose of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2006 / the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the Corresponding Grade pay / Pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay / pay scale, and where this benefit will extend only for the post or posts for which that grade pay / pay scale is the normal replacement grade without any upgradation.</p>
12.	If Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	<p>Group 'B' Departmental Promotion Committee</p> <p>(i) Director/Dean, MGPGI : CHAIRMAN (ii) Sr. Most Professor, MGPGI : MEMBER (iii) Registrar, MGPGI : MEMBER</p>

SCHEDULE - IX

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

1	Name of the Post	:	Upper Division Clerk
2	Number of Post	:	18 (Eighteen) [2012] Subject to variation dependent on workload.
3	Classification	:	Group "C"
4	Pay Band and Grade Pay / Pay Scale	:	PB-1 : ₹5200-20200 Grade Pay : ₹2400
5	Whether selection post or non-selection post	:	Non-Selection
6	Age limit for direct recruits	:	<p>Between 18 and 30 years (Relaxable for Government Servants upto 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made).</p> <p>Note 1 : In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.</p> <p>Note 2 : In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p>
7	Educational and other qualifications required for direct recruits	:	Degree of a recognized university
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	No
9	Period of probation, if any	:	<p>Direct recruits : Two Years</p> <p>Promotees : Nil</p>

10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	<p>: (i) 33 1/3 % by promotion failing which by deputation failing both by direct recruitment.</p> <p>(ii) 66 2/3 % by direct recruitment.</p> <p>Note : The direct recruits are required to pass the following Tests within the period of probation:-</p> <p>(i) Accounts Test for subordinate officers</p> <p>(ii) Common General Deptl. Test for Ministerial Staff.</p> <p>(iii) Typewriting Test (Lower Grade) in English or Tamil or Malayalam or Telugu conducted by a recognized Board of Technical Education.</p> <p>(iv) Office Automation.</p>
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Promotion :</p> <p>Lower Division Clerk who have completed 8 years service in the grade rendered after appointment thereto on regular basis and who have passed the following tests –</p> <p>(i) Accounts Tests for Sub-ordinate Officers</p> <p>(ii) Common General Departmental Test for Ministerial Staff.</p> <p>Note-1 : Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p>Note-2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2006 / the date from which the revised pay structure based on the Sixth Central pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission.</p> <p>Deputation :</p> <p>Officers of Puducherry Administration –</p> <p>(a) (i) holding analogous posts on regular basis; or</p>

		<p>(ii) With 8 years service in posts in Pay Band-1 ₹ 5,200-20,200 and Grade pay of ₹ 1,900 and</p> <p>(b) Possessing the qualification prescribed for direct recruits under col.7.</p> <p>Note:1 The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note :2 Period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization or department of the Central / State / Union Territory Governments shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be "not exceeding 56 years" on the closing date of receipt of applications.</p> <p>Note:3 For the purpose of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2006 / the date from which the revised pay structure based on the Sixth Central pay Commission recommendations has been extended, shall be deemed to be service rendered in the Corresponding Grade 'pay / Pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay / pay scale, and where this benefit will extend only for the post or posts for which that grade pay / pay scale is the normal replacement grade without any upgradation.</p>
12.	If Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	<p>: Group 'C' Departmental Promotion Committee</p> <p>(i) Director/Dean, MGPGI : CHAIRMAN</p> <p>(ii) Sr. Most Professor, MGPGI : MEMBER</p> <p>(iii) Registrar, MGPGI : MEMBER</p>

SCHEDULE - X**RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK**

1	Name of the Post	:	Lower Division Clerk
2	Number of Post	:	06 (Six) [2012] Subject to variation depending on work load
3	Classification	:	Group "C"
4	Pay Band and Grade Pay / Pay Scale	:	PB-1 : ₹5200-20200 Grade Pay : ₹1900
5	Whether selection post or non-selection post	:	Non Selection
6	Age limit for direct recruits	:	<p>Between 18 and 30 years (Relaxable for Government Servants upto 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made).</p> <p>Note 1 : In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.</p> <p>Note 2 : In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p>
7	Educational and other qualifications required for direct recruits	:	<p>(a) A pass in H.Sc. (12th Class) or equivalent from a recognized Board or University.</p> <p>(b) A pass in Typewriting Lower Grade examination in English or Tamil or Malayalam or Telugu conducted by Govt. / Board of Technical Education.</p>
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	<p>Age: No</p> <p>Educational Qualification : Should have passed SSLC (10th Class) or its equivalent.</p>
9	Period of probation, if any	:	Direct recruits : Two years

		Promotees : NIL
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	<p>By promotion failing which by deputation, failing both by direct recruitment</p> <p>Note : The direct recruits shall have to pass the prescribed Departmental Tests within the period of probation. The promotees should pass the Departmental tests within a period of two years.</p>
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Promotion :</p> <p>Multi-Tasking Staff (General), Multi-Tasking Staff (Security), and Multi-Tasking Staff (House Keeping), who have completed three years service in the respective grade after appointment thereto on regular basis and possessing SSLC (10th Class) pass or equivalent.</p> <p>Note-1 : The Promotees should pass the Typewriting exam (Lower Grade) in English or Tamil or Malayalam or Telugu conducted by the Government / Board of Technical Education within a period of Two years.</p> <p>Note-2 : Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p>Note-3 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2006 / the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Commission.</p> <p>Deputation : Officers of Puducherry Administration –</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) With 3 years service in posts in Pay Band-1 ₹5200-20200 and Grade pay of ₹1800 and</p> <p>(b) Possessing the qualification prescribed for direct recruits under col.7.</p> <p>Note:1 The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly,</p>

		<p>the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note :2 Period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organization or department of the Central / State / Union Territory Governments shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be "not exceeding 56 years" on the closing date of receipt of applications.</p> <p>Note:3 For the purpose of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2006 / the date from which the revised pay structure based on the Sixth Central pay Commission recommendations has been extended, shall be deemed to be service rendered in the Corresponding Grade pay / Pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay / pay scale, and where this benefit will extend only for the post or posts for which that grade pay / pay scale is the normal replacement grade without any upgradation.</p>
12.	If Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	<p>Group 'C' Departmental Promotion Committee</p> <p>(i) Director/Dean, MGPGI : CHAIRMAN (ii) Sr. Most Professor, MGPGI : MEMBER (iii) Registrar, MGPGI : MEMBER</p>

SCHEDULE - XI

RECRUITMENT RULES FOR THE POST OF HELPER

1	Name of the Post	:	Helper
2	Number of Post	:	18 (Eighteen) [2012] Subject to variation dependent on workload
3	Classification	:	Group 'C'
4	Pay Band and Grade Pay / Pay Scale	:	PB-1 : ₹5,200-20,200 Grade Pay ₹1,900
5	Whether selection post or non - selection post	:	Not applicable
6	Age limit for direct recruits	:	<p>Between 18 and 30 years (Relaxable for Government Servants upto 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made).</p> <p>Note 1 : In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of application from candidates.</p> <p>Note 2 : In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p>
7	Educational and other qualifications required for direct recruits	:	<p>(1) A pass in S.S.L.C or its equivalent and</p> <p>(2) Two years craftsmanship certificate in Electrical / Wireman Trade issued by the Ministry of Labour & Employment, Govt. of India or its equivalent.</p>
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9	Period of probation, if any.	:	Two years

10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	:	<p>(i) 25 % by absorption failing which by direct recruitment</p> <p>(ii) 75% by direct recruitment.</p> <p>Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officials of Puducherry Administration—</p> <p>a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with three years regular service in posts in the Pay Band-1 ₹5200-20200 with Grade pay ₹1800; and</p> <p>b) possessing the qualifications prescribed for direct recruits under column.7</p>
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made		By absorption of Full time Casual Labourers working in MGPGIDS in terms of "The Government of Puducherry Casual Labourers (Engagement and Regularization) Scheme, 2009" notified vide Extra-ordinary Gazette No.15, dated 27.02.2009 of the Government of Puducherry.
12	If Departmental Promotion Committee / Recruitment Committee exists, what is its composition?		<p>Group 'C' Departmental Promotion Committee</p> <p>(i) Director/Dean, MGPGI : CHAIRMAN</p> <p>(ii) Sr. Most Professor, MGPGI : MEMBER</p> <p>(iii) Registrar, MGPGI : MEMBER</p>

SCHEDULE - XII

RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF (GENERAL)

1	Name of the Post	:	Multi-Tasking Staff (General)
2	Number of Post	:	12 (Twelve) [2012] Subject to variation dependent on workload
3	Classification	:	Group 'C'
4	Pay Band and Grade Pay / Pay Scale	:	PB-1 : ₹5,200-20,200 Grade Pay ₹1,800
5	Whether selection post or non - selection post	:	Not applicable
6	Age limit for direct recruits	:	Between 18 and 30 years Note 1 : In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates. Note 2 : In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.
7	Educational and other qualifications required for direct recruits	:	A pass in S.S.L.C or its equivalent from a recognized Board.
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9	Period of probation, if any.	:	Two years for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies	:	By absorption failing which by direct recruitment

	to be filled by various methods.		
11	In case ,of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made		<p>By absorption of Multi-Tasking Staff (Security) and Multi-Tasking Staff (House Keeping) appointed to the respective posts on regular basis and have completed the period of probation in the post as below :-</p> <p>(a) 75 % by those possessing a pass in SSLC or its equivalent failing which by (b) below; and</p> <p>(b) 25% by those not possessing a pass in SSLC but possessing elementary literacy, failing which by direct recruitment.</p>
12	If Departmental Promotion Committee / Recruitment Committee exists, what is its composition?		<p>Group 'C' Departmental Promotion Committee</p> <p>(i) Director/Dean, MGPGI : CHAIRMAN</p> <p>(ii) Sr. Most Professor, MGPGI : MEMBER</p> <p>(iii) Registrar, MGPGI : MEMBER</p>

SCHEDULE - XIII

RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF (SECURITY)

1	Name of the Post	:	Multi-Tasking Staff (Security)
2	Number of Post	:	14 (Fourteen) [2012] Subject to variation dependent on workload
3	Classification	:	Group 'C'
4	Pay Band and Grade Pay / Pay Scale	:	PB-1 : ₹5,200-20,200 Grade Pay ₹1,800
5	Whether selection post or non - selection post	:	Not applicable
6	Age limit for direct recruits	:	Between 18 and 30 years Note 1 : In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates. Note 2 : In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.
7	Educational and other qualifications required for direct recruits	:	A pass in S.S.L.C or its equivalent from a recognized Board and possessing the following physical standards, namely – (i) Height : Not less than 165 cms. (ii) Chest : 81 cms without expansion 86 cms with expansion.
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9	Period of probation, if any.	:	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the	:	(i) 25 % by absorption failing which by direct recruitment (ii) 75% by direct recruitment.

	vacancies to be filled by various methods.		
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption is to be made		By absorption of Full time Casual Labourers working in MGPIDS in terms of "The Government of Puducherry Casual Labourers (Engagement and Regularization) Scheme, 2009" notified vide Extra-ordinary Gazette No.15, dated 27.02.2009 of the Government of Puducherry.
12	If Departmental Promotion Committee / Recruitment Committee exists, what is its composition?		<p>Group 'C' Departmental Promotion Committee</p> <p>(i) Director/Dean, MGPGI : CHAIRMAN</p> <p>(ii) Sr. Most Professor, MGPGI : MEMBER</p> <p>(iii) Registrar, MGPGI : MEMBER</p>

SCHEDULE - XIV

RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF (HOUSE-KEEPING)

1	Name of the Post	:	Multi-Tasking Staff (House Keeping)
2	Number of Post	:	23 (Twenty Three) [2012] Subject to variation dependent on workload
3	Classification	:	Group 'C'
4	Pay Band and Grade Pay / Pay Scale	:	PB-1 : ₹5,200-20,200 Grade Pay ₹1,800
5	Whether selection post or non - selection post	:	Not applicable
6	Age limit for direct recruits	:	Between 18 and 30 years Note 1 : In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of application from candidates. Note 2 : In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.
7	Educational and other qualifications required for direct recruits	:	A pass in S.S.L.C or its equivalent from a recognized Board.
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9	Period of probation, if any.	:	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and	:	(i) 25 % by absorption failing which by direct recruitment (ii) 75% by direct recruitment.

	percentage of the vacancies to be filled by various methods.		
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made		By absorption of Full time Casual Labourers working in MGPGIDS in terms of "The Government of Puducherry Casual Labourers (Engagement and Regularization) Scheme, 2009" notified vide Extra-ordinary Gazette No.15, dated 27.02.2009 of the Government of Puducherry.
12	If Departmental Promotion Committee / Recruitment Committee exists, what is its composition?		<p>Group 'C' Departmental Promotion Committee</p> <p>(i) Director/Dean, MGPGI : CHAIRMAN</p> <p>(ii) Sr. Most Professor, MGPGI : MEMBER</p> <p>(iii) Registrar, MGPGI : MEMBER</p>

SCHEDULE - XV**RECRUITMENT RULES FOR THE POST OF MAZDOOR**

1	Name of the Post	:	Mazdoor
2	Number of Post	:	6 (Six) [2012] Subject to variation dependent on workload
3	Classification	:	Group 'C'
4	Pay Band and Grade Pay / Pay Scale	:	PB-1 : ₹5,200-20,200 Grade Pay ₹1,800
5	Whether selection post or non - selection post	:	Not applicable
6	Age limit for direct recruits	:	Between 18 and 30 years Note 1 : In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates. Note 2 : In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.
7	Educational and other qualifications required for direct recruits	:	A pass in S.S.L.C or its equivalent from a recognized Board
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9	Period of probation, if any.	:	Two years

10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	:	(i) 25 % by absorption failing which by direct recruitment (ii) 75% by direct recruitment.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	:	By absorption of Full time Casual Labourers working in MGPGIDS in terms of "The Government of Puducherry Casual Labourers (Engagement and Regularization) Scheme, 2009" notified vide Extra-ordinary Gazette No.15, dated 27.02.2009 of the Government of Puducherry.
12	If Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	:	Group 'C' Departmental Promotion Committee (i) Director/Dean, MGPGI : CHAIRMAN (ii) Sr. Most Professor, MGPGI : MEMBER (iii) Registrar, MGPGI : MEMBER

(By order of the Hon'ble Chief Minister and Chairman, Board of Governors, MGPGI)

DR. M. JONATHAN DANIEL,
Registrar I/C.